



SIGNAL online

Archives

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1. SOLS SERVICES –

Services during the December holiday period

SOLS offices will be closed from noon on **Monday, December 24, 2007** until the morning of Wednesday, January 2, 2008. SOLS' delivery service will also be closed during the same period.

On Monday, December 24th, the delivery routes will operate on a modified schedule, based on the number of libraries which are open and closed. A schedule for that day will be prepared and forwarded to all libraries.

As a significant number of interlibrary loan departments ask to be suspended from the VDX rota over the holiday period, SOLS staff have configured Docfind to stop moving ALL requests on to the next location over the Christmas/New Year week. This year, the system-wide rota suspension will run from Friday, December 21, 2007 to Wednesday, January 2, 2008. During this period, if a request is at a location that is not staffed, it will move on to the next location on January 2nd. If requests are made during this period, the request will go to the first location in the rota and sit there until January 2nd, however, if a library does apply an 'Answer Unsupplied' during that period, it will go on to the next location in the rota.

2. SALARY SURVEY QUESTIONNAIRE –

Deadline for response is Tuesday, December 11, 2007

In the spring of 2003, SOLS conducted a comprehensive salary survey for library CEOs in southern Ontario. Over the next few weeks, SOLS is undertaking another survey to update the earlier CEO salary information. A concerted effort has been made to keep the questionnaire brief, clear and easy to complete. The online questionnaire is available on SOLS website. Please complete the online questionnaire by the deadline of **December 11, 2007**.

For your information, there are several new questions which have been added following requests from libraries and staff at SOLS. One new feature of this survey is a question about libraries where the functions of CEO and Library Manager are split. If you are in a library with the "usual" type of CEO, that is, one who reports directly to the Board and has day to day responsibility to manage library operations, please fill out one copy of the questionnaire. If, however, you are in a library with a CEO and a separate manager of library operations, please ask the CEO to fill out one questionnaire and the manager to fill out another. Then, please submit both to us. We would also like to receive information about any CEO whose job responsibilities cover more than the library, i.e. he/she also manages a municipal or community service, such as a museum, or the Community Services Department. The survey aims to compare jobs with similar levels of responsibility.

The results of the survey will be made available to all libraries and will be posted on SOLS' website. We expect to have the report available by the end of February next year. Salaries will be aggregated in the published report so that the identities of the libraries supplying the data will not be linked to specific libraries. Only SOLS staff engaged in the project will have access to the completed questionnaires.

Any questions about the questionnaire or the salary survey can be directed to Miriam Irwin, the project leader, by telephone at (416) 961-1669 extension 5145, fax at (416) 961-5122 or e-mail at mirwin@sols.org.

3. SOLS RECEPTION AT OLA CONFERENCE – *to be held on Thursday, January 31, 2008*

SOLS is hosting a reception at the OLA conference again this year. Over 130 people attended last year's reception, including the Deputy Minister of Culture and the CEO of the Ontario Trillium Foundation. This year's reception is scheduled for Thursday, January 31, 2008 in the Caledon Room of the Intercontinental Hotel (attached to the conference centre) from noon to 1:00 p.m. SOLS looks forward to welcoming trustees and staff from our client libraries.

4. INFO DATABASE –

Submissions to begin in December

The next INFO union catalogue is to be released by the end of March 2008. To that end, libraries will receive an e-mail announcement at the beginning of December with the schedule and instructions for sending their output for inclusion in the next INFO union catalogue. The submission deadline will be the end of January 2008.

Libraries that provide access in VDX to their holdings via Z39.50 will not need to submit their bibliographic records for the INFO union catalogue. This submission only applies to those libraries whose records are not available through Z39.50.

5. COOL – CONSORTIUM OF ONTARIO LIBRARIES

COOL continues to offer products in 2008 COOL, a buying group for electronic web-based journals, magazines, ebooks and other products, was first established in 1998 when the group negotiated deals on four different electronic products. Since that time, many, many products and services have been offered to libraries through COOL. While libraries will have free access to a series of databases and products from Thomson Gale and Ebsco through the Knowledge Ontario project, COOL will continue to offer consortium purchasing for other electronic products and services. Subscriptions for a number of products and services are announced [here](#).

Over the past month, **three different product lines** were made available through the COOL buying group. In each case, an e-mail, with details of the offer, was sent to the Library CEO, as well as to the COOL contact person in the library. For further details on any of the offers, or for trial access, please contact Brenda Lewis, Information Services Representative, at the SOLS Toronto office by telephone at 416-961-1669, ext. 5130, or 1-800-387-5765, ext. 5130 or by e-mail at blewis@sols.org.

- a. **EBSCO products** - On November 7th, Brenda Lewis sent messages to all SOLS CEOs regarding the Ebsco subscription offers for the coming year. Specific products from Ebsco include *MasterFILE Premiere*, *MasterFILE Elite*, *Literary Reference Centre*, *Consumer Health Complete*, *Primary Search and Middle Search Plus*, *Canadian Literary Centre*, *MagillOnLiterature Plus*, *Auto Repair Reference Centre* and *NoveList*. The basic pricing from Ebsco is for a single site, but EBSCO is able to offer pricing for multi-site libraries based on number of branches, population served, and cardholders, and quotes on these arrangements can be provided. The deadline for ordering Ebsco is **Friday, December 14, 2007**. Please note that EBSCO's Canadian Reference Centre database continues to be offered free of charge to Ontario libraries through Knowledge Ontario so this offer only applies to other EBSCO products.
- b. **Globe and Mail "Canada's Heritage from 1844"** - In partnership with The Globe and Mail, Micromedia ProQuest is offering this digitized archive tracking day-to-day life in Canada and around the world from 1844 to December 2004. This is an online digitized full-image version of the complete works of *The Globe and Mail* newspaper since its inception as The Globe in 1844. Trial access is available for this product. Only new subscribers who confirm by the response deadline will be eligible for an additional 10% discount. The response deadline for ordering / renewals is **December 9, 2007**.
- c. **ELibrary Canada and ELibrary Elementary** - The information package for offer for Electric Library Canada and Electric Library Elementary for 2008, offered to the COOL public library sector, was distributed via e-mail on November 8, 2007. For those renewing, all that is required is a confirming e-mail to Brenda Lewis. New subscribers need to submit a completed registration form by December 14th. New subscribers will receive an additional 10% discount year one, if the order is placed by the deadline. The deadline for ordering is **Friday, December 14, 2007**.

6. CHARITABLE/CONSORTIA PURCHASING AGREEMENTS (CPA)

SOLS negotiates charitable/consortia purchasing agreements (CPAs) on behalf of SOLS libraries. CPAs are 'economies of scale' pricing for the purchase or lease of a range of goods and services.

Earlier this year, SOLS arranged a CPA with Brodart, which runs from July 2007 until September 2008. This was developed after approaching various library supply vendors to provide Ontario public libraries with consortia-based pricing for library supplies and furniture. During the month of December, Brodart will be offering some additional discounts for Brodart products using the "SOLS07 agreement" including:

- 20% off on all products in the Brodart Catalogue, excluding securities
- Security Strips and tattle tapes will be 15% off catalogue price (page 236 of the Brodart catalogue)

Please remember that these discounts are only available for the month of December and customers **MUST** use the SOLS07 code to receive the discount. For more information on the Brodart agreement, please refer to the SOLS website.

7. ALPHAPLUS FORMS NEW PARTNERSHIP WITH SOLS AND OLS-N

Deadline for joining new literacy pool is Tuesday, January 15, 2008.

In late November, the AlphaPlus Centre moved to a new office location at 161 Eglinton Ave. E., Toronto. Unfortunately, the AlphaPlus library of literacy resources was not part of the move. When the library closed, there were approximately 49,000 print, audio-visual and software resources in AlphaPlus' resource collections that supported adult literacy research and practice in the Anglophone, Francophone, Deaf, and Native literacy streams.

Following a thorough weeding, AlphaPlus enlisted the help of associated literacy organizations to ensure maximum availability of their resources. French materials were donated to Le Centre de Documentation sur L'éducation des Adultes et la Condition Feminine (CDEACF) in Montréal. The entire Deaf collection was donated to The Deaf Literacy Initiative. As well, a number of public library participants in AlphaPlus' Community Literacy Collection Program (CLCP) have kept their current collections. OLSN received Native materials on behalf of northern and southern First Nations libraries. AlphaPlus also entered into a partnership with OLSN and SOLS to implement a new literacy pool.

OLSN has begun to plan for, and develop, the adult literacy pool with a goal to launching a province-wide adult literacy pool in the fall of 2008. To participate in this pool, libraries will be charged a small administrative fee of \$25.00 to cover the cost of supplies, as well as a postage fee, yet to be determined. Once the number of libraries participating is determined, information on rotation schedules, the number of books in each block, and the duration of the pool, will be provided. The rotation of materials is expected to begin in Fall 2008. If you are interested in joining please contact Kim Brady at 1-800-461-6348, extension 203 or by e-mail to kbrady@olsn.ca by **Tuesday, January 15, 2008**.

8. RESOURCE DEVELOPMENT – CORPORATE PARTNERSHIPS

Recently, SOLS held a series of workshops called 'From Corporate Sponsorships to Community Partnerships'. As a follow-up to these workshops, the SOLS Clearinghouse section under 'Corporate Partnerships' has been updated to include some new resources.

Highlights in the 'Corporate Partnership' section include a new publication from Imagine Canada called ***Business Contributions to Canadian Communities*** (pdf). This publication replaces their previous publication on corporate investment called ***Creating Effective Partnership with Business*** (1996, Canadian Centre for Philanthropy) – now out of print. The new publication is based on information gathered recently from the business sector on how they see themselves integrating with the charitable sector. It is important reading for any library interested in approaching business for support.

In that section of the clearinghouse, there are also two additional resources from the Fall 2007 SOLS workshop. The presentation slides from the 'From Corporate Sponsorships to Community Partnerships' workshop are posted on the SOLS web site. As well, there is a tool that was developed to assist libraries in creating an inventory of sponsor benefits and recognition. The checklist also provides some direction on developing metrics for sponsorship evaluation. Called the 'Sponsorship Inventory Checklist' (pdf).

The 'Funding Development' section of the SOLS Clearinghouse section also provides samples of corporate sponsorship documents from a number of libraries, and lists some other important resources, including the Charity Village section on corporate partnerships. As an added bonus, there is a listing for a good article, written recently, which ties together information relevant to charities looking at the business sector for support. Written by Suzanne Gibson, "Getting into bed with corporations must be done well ... and carefully".

9. SOLS INTRODUCES ITS ADVANCING PUBLIC LIBRARY LEADERSHIP (APLL) INSTITUTE

In recognition of the looming retirements and subsequent leadership gap facing public libraries, SOLS is introducing a leadership development program. The Advancing Public Library Leadership (APLL) Institute is scheduled to launch in the fall of 2008. Using blended learning approaches, the program will take approximately two years to complete, with participating library staff undergoing independent course work in a number of areas, complemented by face-to-face classroom sessions, culminating in the achievement of a Public Library Leadership Certificate. Aimed at public library staff with leadership aspirations, with and without the M.L.S./M.L.I.S. degree, the program consists of 12 courses, including: Planning, Strategic Financial Management, Succeeding in the Municipal Environment, and Influence and Advocacy. The registration fee for the two year program is tentatively set at \$3,600, including meals and accommodations for the classroom sessions. The first face-to-face classroom sessions are tentatively scheduled for November 12-14, 2008.

The first five courses are currently being developed by experts within the public library community and the not-for-profit sector:

Rebecca Jones is an accomplished facilitator and consultant with considerable experience in planning processes, problem-solving, and project management. She has worked extensively with all types of libraries, helping her clients apply business savvy to information services and knowledge management. She teaches continuing education and professional development courses with the University of Toronto's Faculty of Information Studies. Rebecca is developing the course on planning for the APLL Institute and is one of the presenters at the first classroom session in the fall of 2008.

Maria Sanchez-Keane is an international consultant, trainer and facilitator. Maria has over ten years of senior management experience in the not-for-profit sector; her areas of expertise include strategic planning, leadership development, mediation, volunteer management and team development. She has worked with both small and large organizations. Maria is developing the APLL course on organizational culture.

Lorna Heidenheim has over 25 years of experience in developing and managing not-for-profit, community-based organizations and services. She is currently the Executive Director of the Ontario Healthy Communities Coalition and has a long history of volunteering with community organizations, serving on several Boards of Directors. She has a Master of Social Work degree from Wilfrid Laurier University, with a concentration in Community Development and Social Planning. Lorna is developing the APLL course on community development.

Barbara Kelly is the branch head / community librarian at the Connaught Branch of the Regina Public Library and has many years experience in team facilitation and community development. She believes in creating learner-centred experiences, where curiosity, critical thought, practical application, and collaboration take place in a respectful environment. Barbara is developing the APLL course on staff development.

Anne Marie Madziak is a library development consultant with Southern Ontario Library Service, where she provides training and development and consulting services to public library staff and trustees. She also teaches in the M.L.I.S.

program at the University of Western Ontario's Faculty of Information and Media Studies. Anne Marie's approach to facilitation and training leans heavily on shared inquiry and collective learning through a practice of skilful, directed conversation. Anne Marie is developing the introductory course for the APLL Institute.

SOLS is also busy planning subsequent courses that will be offered in the second year of the program. Promising discussions have taken place with the following experts:

Nigel Bellchamber has held a variety of municipal offices, in both rural and urban municipalities, including Clerk, Treasurer, Commissioner of Finance and Administration, and Chief Administrative Officer. **Fred Dean** is a lawyer who acts exclusively for municipalities and municipal associations in Ontario. Together, they have developed a highly rated training program for Municipal Councillors which, in the last five years, has been delivered to over 3,000 registrants in more than 90 sessions across the province. SOLS is intending to utilize Nigel's and Fred's expertise in developing three courses: Strategic Financial Management, Library Legislation, and Succeeding in the Municipal Environment.

Robert Hubsher is the Executive Director of the Ramapo Catskill Library System in New York State, and he is a certified trainer for the Public Library Association's Planning for Results program. He is the former CEO of the Cornwall Public Library in Cornwall, Ontario, where he managed the planning, design, and construction of a new library building. **Karen Watson** is a retired architect with 28 years experience, including residential, commercial, institution and library design. Together, they have assisted numerous public library managers and trustees prepare library building programs that result in library designs which realize functional requirements and meet community needs. SOLS is in discussion with Robert and Karen to develop the APLL course on building a new library.

Stacey Hunt is currently the Manager of Marketing, Communications and Fundraising for Brampton Public Library. She has close to 20 years extensive experience in Communications and has served on a number of boards. A range of senior level positions have provided her with a wealth of knowledge and expertise in the areas of influence and advocacy, two areas that she is particularly passionate about, especially as they relate to enhancing the public library's role in the community and at all levels of government. SOLS is in discussion with Stacey to develop the APLL course on influence and advocacy.

Other exciting plans are underway, including a partnership with the University of Waterloo's Centre for Cultural Management that will enable APLL students to take the Centre's upcoming online course on Municipal Cultural Planning. SOLS is also in discussion with the Ontario Municipal Managers' Institute to provide workshops as part of APLL's classroom sessions.

10. EXCEL PROGRAM –

Registration deadline is Friday, January 4, 2008

Registration for the Winter 2008 semester for EXCEL began Thursday, November 1, 2007. The registration deadline, with no exceptions, will be 5 pm on **Friday, January 4, 2008**. The semester will actually begin during the week of **January 28, 2008**.

The following courses will be offered in **English** for the Winter 2008 semester:

1. Introduction to Public Libraries
7. Collection Development for Children
8. Collection Development for Young Adults
9. Collection Development for Adults & Special Groups
11. Communication Skills
12. Collection Organization
16. Professional Development
17. Electronic Information Sources - **revised**
20. Programming (**new course**)

Note: E5-Library Marketing will not be offered in Winter 2008 but a new revised edition will be offered in the Summer semester 2008.

The following courses will be offered in **French** for the Winter 2008 semester:

1. Introduction aux bibliothèques publiques
4. Services de référence et d'information
13. Le prêt - **révisé**
16. Formation professionnelle
17. Ressources d'information électroniques - **révisé**

The online registration form is posted in the EXCEL section of the SOLS website.

11. ELECTRONIC DATABASES IN THE LIBRARY

Knowledge Ontario is a province-wide collaboration of libraries (public, school, college and university), archives, museums, heritage organizations, educational institutions, and community groups to create an integrated, and interactive digital environment about, and for, Ontarians. The Resources Ontario (Online and digital databases) component of the project included access to a core suite of digital products for all publicly funded libraries in Ontario. The selected databases were from Gale and EBSCO. Public access to the Resources Ontario databases began in January 2007.

Each month for the past year, Cengage Learning (Gale) has posted statistical information on usage by public libraries. The usage statistics for October 2007 provide an interesting snapshot.

Where are people looking at the databases?

Number of onsite retrievals during October – 175,005

Number of remote retrievals – 34,139

During this period, 16% of the retrievals were from a location other than the registered library.

What are the most popular Gale databases?

General Reference Center Gold (17,803 sessions)

Canadian Periodical Index (17,443 sessions)

Expanded Academic ASAP (16,903 sessions)

Gale Virtual Reference Library – (ebooks) (13,438 sessions)

Some libraries are using their access quite a lot. Which libraries were the heaviest users in October?

Libraries under 10,000 - St. Marys Public Library –537 sessions (5,157 minutes)

Libraries serving 10,000 - 20,000 – Collingwood Public Library –4,825 sessions (33,343 minutes)

Libraries serving 20,000 - 50,000 - Aurora Public Library –2,803 sessions (27,109 minutes)

Libraries serving more than 50,000 – Markham Public Library- 28,524 sessions (221,159 minutes)

County libraries - Middlesex County Library – 7,441 sessions (75,801 minutes)

12. SOLS CEO LISTSERV

SOLS maintains a list of all the e-mail addresses for SOLS CEOs. It is this list that is used to distribute Signal. Several times through the month, you may also receive other messages from SOLS. This month, these messages were distributed through the SOLSCEO list:

- On November 8th, Brenda Lewis sent out an e-mail regarding *eLibrary Canada* and *eLibrary Elementary* for 2008. Further information on the trial access was included in the e-mail. New subscribers that place their order by December 15, 2007 will receive a 10% discount. If you would like further information on this offer, please contact Brenda Lewis at blewis@sols.org.
- On November 15th, Brenda Lewis sent out an e-mail regarding the 2008 offer for *Canada's Heritage from 1844*, which included product, pricing and trial information. Also attached for new subscribers, is an order form and license agreement. Renewing libraries were asked to confirm their intention to renew to blewis@sols.org by **December 9, 2007**. New subscribers who did not receive this e-mail should contact Brenda no later than **December 9, 2007**, to obtain a copy of the order form and license agreement.
- On November 19th, Sue Walls sent out a message regarding a job posting at the Orillia Public Library. For more information about the position is posted on the library's web site and the competition closes Friday, **December 14, 2007**.
- On November 22nd, Brenda Lewis sent out an e-mail regarding the latest offer for EBSCO databases, as well as trial and product information. The trial is in effect until January 31, 2008. Renewing libraries were asked to confirm their intention to renew to blewis@sols.org by **Friday, December 21, 2007** and new orders are due at the same time.
- On November 28th, Sue Walls sent a message regarding a Salary Survey questionnaire. More information on this message appears earlier in this issue of Signal.
- On November 29th, Barbara Franchetto sent a message on behalf of OLS-North regarding a new Literacy Pool. More information on this message appears earlier in this issue of Signal.

If you did not receive this message, and would like further information, please contact the SOLS HelpDesk at 1-800-387-5765, extension 4, or by e-mail to helpdesk@sols.org

Southern Ontario Library Service

